

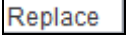



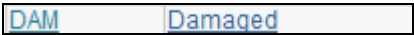




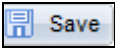


Creating an RTV

Step	Action
1.	<p>Begin by navigating to the Return To Vendor page.</p> <p>Click the Main Menu button.</p> 
2.	<p>Click the Purchasing menu.</p> 
3.	<p>Click the Return To Vendor menu.</p> 
4.	<p>Click the Add/Update RTV menu.</p> 
5.	<p>Click the Add button.</p> 
6.	<p>For this scenario, you need to select the receipt.</p> <p>Click the Select Receipt link.</p> 
7.	<p>For this scenario, enter 0000000011 in the Receipt No: field.</p> <p>Click in the Receipt No field.</p> 
8.	<p>Enter the desired information into the Receipt No field.</p>
9.	<p>Click the Search button.</p> 
10.	<p>Use the Sel option to select receipt lines. For this scenario, select the checkbox for Receipt Line 2 (for the Color Printer).</p> <p>Click the Sel option.</p> 
11.	<p>When you have selected the receipt lines you want to create an RTV against, click the OK button to continue creating the RTV.</p> <p>Click the OK button.</p> 

Step	Action
12.	<p>The Action field enables you to select the action you want to take. You can either ask for credit for the amount of the purchase order returned, ask for a replacement, or exchange the goods.</p> <p>Click the Action list.</p> 
13.	<p>For this scenario, you want to receive a replacement for the returned items.</p> <p>Click the Replace list item.</p> 
14.	<p>Use the Disposition field to enter a disposition for the returned merchandise.</p> <p>Click the Disposition list.</p> 
15.	<p>For this scenario, you need to ship the RTV items back to the vendor.</p> <p>Click the Ship list item.</p> 
16.	<p>Use the Reason field to enter or select the reason for returning the product to the vendor. In this example, the goods are being returned because they are damaged.</p> <p>Click the Look up Reason button.</p> 
17.	<p>For this scenario, you are returning the items because of damage.</p> <p>Click the Damaged link.</p> 
18.	<p>Use the Return Qty field to enter the number of items being returned to the vendor.</p> <p>Click in the Return Qty field.</p> 
19.	Enter the desired information into the Return Qty field.
20.	<p>Use the Ship Qty field to enter the number of items being shipped to the vendor.</p> <p>Click in the Ship Qty field.</p> 
21.	Enter the desired information into the Ship Qty field.
22.	<p>Use the Ship Date field to enter the date when the returned items were shipped. For this scenario, select "April 2, 2013".</p> <p>Click the Choose a date button.</p> 

Step	Action
23.	Select April 2. Click the desired date. 
24.	Click the scrollbar right to see more of the page. Click the Horizontal Scrollbar .
25.	Click the scrollbar left to see more of the page. Click the Horizontal Scrollbar .
26.	Save the RTV. Click the Save button. 
27.	You have successfully created an RTV in FI\$Cal. Note: It is necessary to dispatch the RTV in order to print it out for an authorized signature. End of Procedure.